

ROUTING AND TRANSMITTAL SLIP

Date

12/15

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. D/FINANCE

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Do we usually respond to this? If so,
please respond direct with a copy to DDA.
If not, call [] and we'll STAT
clear the suspense item.

Suspense: 15 January 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

7 D I P H STAT

Phone No.

EXA/DDA

STAT

5041-102

*U.S.G.P.O.: 1963 - 421-529/320

OPTIONAL FORM 44 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

D/A REGISTRY

FILE: 60-6

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	ⓧ			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	VC/NIC				
16	D/FINANCE		ⓧ		
17					
18					
19					
20					
21					
22					

SUSPENSE _____ Date _____

Remarks

STAT

Executive Secretary

15 Dec 86

Date

3637 (10-81)

**JOINT FINANCIAL MANAGEMENT
IMPROVEMENT PROGRAM**

666 ELEVENTH STREET, N.W.
SUITE 705
WASHINGTON, D.C. 20001
TELEPHONE (202) 376-5415

86- 5787x



December 5, 1986

MEMORANDUM TO HEADS OF INDEPENDENT AGENCIES

FROM : *David V. Dukes*
David V. Dukes, Executive Director

SUBJECT: JFMIP Financial Management Directory

The Joint Financial Management Improvement Program (JFMIP) publishes periodically its Federal Financial Management Directory to help facilitate and improve communications among Federal financial managers and others. To update the Directory, we are asking each agency to review its prior submission and make the necessary changes in pen and ink.

We are requesting that your submission include a list of the top policy officials in the financial management field, and key financial management officials in headquarters and field offices for all major components. (Please include the title of the position, address, and telephone number for each individual.) The list of officials should cover, as a minimum, those functions listed on Attachment A. If your agency has not previously given us a directory on some of these functions, we ask that you do so for the 1987 Directory.

As in the past, we are requesting that you designate a JFMIP Liaison Representative. The Liaison Representative should be a high official at the policy-making level. Please designate or redesignate, as appropriate, your liaison representative by placing an asterisk in front of his/her name.

To provide the financial management community a new Directory early in 1987, we are asking that your updated listing be provided to us by January 15, 1987. The Directory will be distributed automatically to all individuals currently receiving JFMIP publications. If additional copies are needed by your agency, please let us know when you return your updated listing (a sample letter is provided as Attachment B). Any questions concerning this matter may be directed to Marian Strittmatter on (202) 376-5415.

Attachments - 2

cc: JFMIP Liaison Representatives

Attachment A

FUNCTIONS TO BE COVERED IN DIRECTORY LISTINGS

Policy Officials and Key Agency-Wide Financial Management Officials For

- o Accounting
- o Auditing
- o Budgeting
- o Finance

Policy Officials For

- o Grants Management
- o Information Resource Management
- o Procurement/Logistics
- o Productivity
- o Property Management

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Attachment B

David V. Dukes
Executive Director
Joint Financial Management
Improvement Program
Suite 705
666 11th Street, N.W.
Washington, D.C. 20001

Dear Mr. Dukes:

Enclosed is a copy of our updated listing for
publication in your 1987 Federal Financial Management
Directory.

Please send _____ copies of the new directory to
the following address:

Name _____

Title _____

Address _____

Sincerely,

Enclosure